



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 19 February 2024

Present at meeting: Cllr Gareth Davies (Chairman), Cllr Simon Pearce, Cllr Chris Pink and Cllr Malcolm Clarke.

Hayley Roberts - Parish Clerk/RFO

Cllr Gill Fort – MBC Ward Councillor

PC James Phillips

There was seven members of the public present.

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Davies opened the meeting at 7:30pm

Min No	Item	Action
017.	To receive and approve apologies for absence Cllr Tina Clark – holiday Cllr Daren Moss – work commitments	
018.	To appoint a Chairman for the meeting in the absence of Chairman Cllr Clark Vice Chairman Cllr Davies was present and Cllrs resolved that he should be Chairman for the meeting.	
019.	Councillors Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
0.20	Welcome by the Parish Council Chairman, Cllr Gareth Davies	
021.	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Gill Fort	
021.1	Roads – the six week closure has caused chaos. Cllr Gary Cooke KCC member for Leeds has put forward the idea to KCC Highways of a public and Parish Council meeting. The idea is to discuss 'whats gone wrong' and to put together a plan for future road closures in the area. Cllr Fort will inform the Parish Clerk of the date of the meeting once set.	
021.2	Fly Tipping – this has become a big problem again, particularly along Burberry Lane. Please report all fly tipping to MBC https://maidstone.gov.uk/home/primary-services/street-care-and-cleaning/report-fly-tipping	
021.3	Refuse contract – the new contractors start next month and will be using greener vehicles. There will be no change to collection days and times.	
021.4	Maidstone Leisure Centre – the SERCO contract has been renewed for eight years. There will be £2.5 million improvements to include amongst other things; café upgrade and new changing rooms	
021.5	Home Upgrade Grant - The Home Upgrade Grant (HUG2) is a new Government grant scheme. It helps to fund energy saving upgrades for residents with off-grid gas heating systems. You may be eligible to apply if you struggled to pay your heating bill last winter. More information can be found here https://hugapply.co.uk/	
021.6	Local Plan – The final consultation has just come to an end and we await the determination.	
021.7	Elections 2024 – Elections will take place on the 2 nd of May 2024. The Leeds Ward is included within the elections and will be a two Cllr member ward.	
	Signed _____	

022.	Cllr Gill Fort left the meeting at 7.42pm	
023.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meetings held on 20th November 2023 and 15th January 2024 The above minutes were approved as a true copy and duly signed by Cllr Davies.	
024.	Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;	
024.1	Application Ref: 23/505639/FULL Proposal: Siting of a replacement mobile home for gypsy/traveller use. Address: Kwana Cross Drive Kingswood Kent ME17 3NP Cllrs ratified decision made by email to object to the above planning application.	
024.2	Application Ref: 23/505767/OUT Proposal: Outline Application (access, layout and scale sought) for erection of a detached 4 bed house with associated parking and access. Address: Little Chippings Lenham Road Kingswood Kent ME17 1LZ Cllrs ratified decision made by email to object to the above planning application.	
025.	Three members of the public left the meeting at 7.48pm	
026.	Planning Outcomes (for report only) One application has been decided since the last PC meet: Application Ref: 23/505647/FULL Proposal: Section 73 - Application for minor material amendment to approved plans condition 15 (to allow increase in size of building) pursuant to 22/505903/FULL (Renewal of planning permission 20/500416/FULL for demolition of existing fire damaged building and erection of replacement commercial/industrial building for Classes E (g-i, ii and iii), B2 and B8 uses). Address: The Homestead Gravelly Bottom Road Kingswood Kent ME17 3NU MBC Decision: Application Permitted 09.02.24	
027.	Actions & Outcomes (for report only) Cllrs reviewed and discussed actions and outcomes and noted that the majority of actions are being dealt with within the agenda for the meeting.	
028.	Finances and Payment of Accounts	
028.1	Bank reconciliation January 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Davies and RFO.	
028.2	Responsible Finance Officer's report January 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Davies and Cllr Clarke.	
028.3	To approve the schedule of payments for February 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pearce and Cllr Davies.	
028.4	To ratify payments already made in January 2024 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. November 2023 signed by Cllr Davies and Cllr Clarke. December 2023 signed by Cllr Clark and Cllr Moss.	
028.5	Reconciliation of invoices against cheques and ledger for January 2024 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.	
028.6	To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.	
028.7	To resolve to accept quotation for grass maintenance in the Sports Field and Village for 2024/25 Due to two outstanding quotations Cllrs resolved to move this item to the March meeting.	
028.8]	To discuss Parish Service Scheme and S137 amounts for 2024/25 Clerk advised that it is proposed by Maidstone Borough Council to increase the overall grant by 3%, subject to Maidstone Borough Council agreeing at its meeting on 21st February 2024 to increase Council Tax by this amount. Proposed grant for 2024/25 is £3,329. The S137 2023/24 amount per elector is £10.81.	
	Signed _____	

029.	Sports Field	
029.1	Review of the month's Sports Field Inspection Sheets Cllrs reviewed, nothing new to note.	
029.2	To resolve to accept pothole repair quotation for car park Cllrs ratified decision to repair potholes at The Sports Field for an amount of £480. This was an emergency repair and due to the value of the repair the Clerk actioned this before the meeting with the agreement of the Chairman Cllr Tina Clark. Clerk to action payment to contractor.	Clerk
030.	Policing	
030.1	Crime Figures Between 18:30 on Tuesday 16th of January and 07:10 on Wednesday 17th of January in Lower Street. Somebody broke into a garage at a residential property. They stole £2,000 worth of gardening equipment. Crime Report No. 46/8788/24 - Posted 19/01/2024	
030.2	PC James Phillips Our new Kent Police Beat Officer for the Leeds Ward attended the meeting to introduce himself. PC Phillips will be covering Broomfield and Kingswood, Leeds, Otham, Downswood and Bearsted. PC Phillips advised he has been made aware of the damage to the Silent Tommy Statue and would like to be informed once this is reinstated so that he can work with the Parish Council to prevent any further damage. PC Phillips advised that the following crimes are occurring in our area at the moment; Residential Burglaries – PC Phillips urged residents to remain vigilant. Speak to neighbours when you go away so that they can keep an eye on your property. Consider setting lights to turn on, leaving a car on your driveway and the installation of cameras. High Value Vehicle thefts – this includes keyless entry vehicles. It is very difficult to completely prevent but remain vigilant and consider having software fitted that can prevent keyless entry thefts. Number Plate thefts – contact 101 (or 999 in the case of an emergency) if your number plates are stolen. This seems to be an issue in the area at PC Phillips wants to make it clear that EVERYTHING should be reported to 101 (999 if an emergency) or using the online reporting tool https://www.kent.police.uk/ro/report Even if it seems small it should still be reported as it may provide vital information. If you wish to contact PC Phillips please email our Parish Clerk Hayley Roberts who is more than happy to forward your email on to PC Phillips. You will also be seeing him around the Parish much more so please stop and say hello!	
031.	PC James Phillips left the meeting at 8.01pm	
032.	Cllr Davies adjourned the meeting at 8.01pm and reconvened the meeting at 8.03pm	
033.	To discuss quotation for repair of damaged fence in leased land in Tall Trees Close Cllrs discussed quotations for the repair of the damaged fence at Tall Trees Close and resolved to accept the quotation for £670.65. Cllr Davies to compose a letter to leaseholder and Clerk to arrange repair.	Cllr Davies/Clerk
034.	To discuss Silent Tommy Vandalism and resolve how to proceed Clerk advised that she has been in contact with the RBLI factory and is currently discussing the options with them. Clerk will report back with options at the next meeting. It should be noted that PC James Phillips would like to be involved with the reinstatement of the statue. Cllrs also discussed the location of the statue and resolved that although the current location is not ideal there is not another appropriate location within the village that the Parish Council owns. If any residents have any ideas please contact the Parish Clerk.	Clerk
035.	To discuss potential application for the Winter Support Scheme and resolve whether to proceed Application received from Kingswood Primary School in relation to the Winter Support Scheme. Cllrs discussed the application to support families from the local Primary School and resolved that an application should be made on behalf of Kingswood Primary School. Clerk to submit application.	Clerk
036.	To discuss village planter cover quotation and resolve whether to accept it Cllrs discussed final quotation and agreed to proceed with wooden planter covers for all eight planters at a cost of £861.26. Clerk to arrange and to look into signage for the planters.	Clerk
037.	To resolve how to proceed with the Pop Up Café donations Residents voted for the Charity that they wish their donations from the Pop Up Café to go to at the last Pop Up Café on the 15 th of February. Cllrs resolved to proceed with donations to the Air Ambulance for the 2024 Pop Up Cafes. Clerk to make contact with Air Ambulance and arrange donation. Signed _____	Clerk

038.	To discuss Highway Improvement Plan Clerk discussed finding from KCC Highway Improvement Plan. Main concerns by Cllrs are as follows.. <ul style="list-style-type: none"> - Signage on Chegworth Road junction is not adequate and needs to be replaced. - Roundells – Clerk to contact Ulcombe Parish Council to discuss further. - Clerk to report hedges on junction of Chegworth Road/Wents due to obstruction when turning. - Clerk to arrange meeting with Highways representative at the end of March to discuss projects/improvements for the 2024/25 financial year. 	Clerk Clerk
039.	To discuss correspondence received from Scout Group in relation to Wi-Fi Cllrs discussed correspondence in relation to the installation of Wi-Fi at the Scout Hut. Cllrs resolved that Wi-Fi is something that will be investigated at a future date when the CCTV system is reviewed however currently the Parish Council does not have a need for Wi-Fi at The Sports Field and is therefore not something that the Parish Council wish to be part of at this moment. Cllrs want to thank the Scout Group for thinking of them and wish them luck with the installation of Wi-Fi at The Scout Hut.	
040.	To confirm a date for a Village Fete Cllrs discussed and resolved the date of the Village Fete will be Saturday the 6 th of July 2024. Cllr Clark and Clerk to go ahead with planning the event.	Clerk/Cllr Clark
041.	Feedback from the Co-ordinated Parishes Traffic Group meeting Cllr Clark attended the meeting. Minutes circulated to Cllrs before the meeting. Cllrs discussed minutes and Clerk advised that a request has been made for information in relation to HGVs using the local lanes. The Clerk wishes to thank residents who have already sent information, please do continue to sent this information until the 1 st of March 2024.	
042.	Residents' concerns 042.1 Road closures – the amount of road closures, congestion and issues that they are subsequently causing is a real concern for Cllrs and residents. Cllrs have written to KCC Highways and await a response regarding the concerns and have asked for a meeting. As per Cllr Gill Forts earlier discussion Cllr Gary Cooke has also contacted KCC Highways for a public meeting. The Parish Council will update residents once more information is received. 042.2 HGVs – as a result of the road closures in the area the amount of HGVs using our lanes has dramatically increased. Cllr Clark and the Clerk are putting together evidence of this and ask residents to forward any photos with details of the road, date and time that the HGV was seen. This can then be compiled into a report for the next Co-ordinated Parishes Traffic Group meeting.	
043.	Any other information 043.1 KALC - Minutes of the Maidstone Area Committee of the Kent Association of Local Councils held via Zoom Conference at 7pm on Monday, 29 January 2024. Circulated to Cllrs before the meeting for information only. 043.2 Quarterly Parish Liaison Meeting Monday 4 December, 11am Teams Meeting Minutes Circulated to Cllrs before the meeting for information only.	
015.	Items for next agenda 015.1 Feedback from training Communicating with your Community Part 1 and 2: Engaging with your Community by Cllr Clarke 015.2 To receive an update on the Joint Village Hall Project 015.3 To discuss quotations for CCTV equipment and resolve how to proceed 015.4 To discuss quotations for car park and wooden bollards and resolve how to proceed 015.5 To resolve to accept quotation for grass maintenance in the Sports Field and Village for 2024/25	
016.	Parish Council Meetings The next meeting of the Parish Council is scheduled for Monday 18th of March 2024. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. Cllr Davies closed the meeting at 9.02pm Signed _____	

